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1. One of the essential tasks of the East German Zentralamt fuer Forschung und Technik (Central Office for Research and Technology - ZAFIT), has been the issuing of the "control figure" (Kontrollziffer) applying to the Research and Development Plan (Forschungs- und Entwicklungsplan - F- und E Plan) for each year. The research and Development Plan is a part of the overall plan of the State Planning Commission. The "control figure" is simply the amount of DME allowed for research and development per year. This figure is given to ZAFIT by the State Planning Commission every year for the following year. ZAFIT then divides the figure into individual control figures down to the level of individual research institutes or offices, and makes this figure known to the institutes or offices. The following are the control figures since the foundation of ZAFIT:

Plan year 1951 - 150,000,000 DME
 Plan year 1952 - 200,000,000 DME
 Plan year 1953 - 230,000,000 DME, later reduced to 190,000,000 DME
 Plan year 1954 - 450,000,000 DME.

2. ZAFIT deals with all research and development carried out by research institutes affiliated with nationalized enterprises, the German Academy of Sciences, the German Academy of Agricultural Sciences, the universities, the Deutsches Amt fuer Mass- und Gewicht, the Deutsches Amt fuer Material- und Warenpruefung, and similar offices. Research institutes affiliated with nationalized enterprises are under the administration of certain Ministries. Planning and financing of research for these institutes is therefore carried out by ZAFIT in cooperation with these ministries. Private research was abolished in 1952 in East Germany and still remains practically non-existent although a few private research offices were reopened after 17 June 1953. These are also administered by ZAFIT in cooperation with the ministries. Ministries, the German Academy of Sciences, the German Academy of Agricultural Sciences, etc., with which ZAFIT has to deal in planning and financing the research and development of the institutes affiliated with them, are called "organizational units".

3. Each year the State Planning Commission compiles a Planmethodik for the following year. One part of this overall Planmethodik is the Planmethodik of ZAFIT issued to the above-mentioned organizational units in every year for the following year. A ZAFIT Planmethodik includes the following points:

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- a. Establishment of a research and development plan.
 - b. Estimate of the funds probably needed for the financing of this plan.
 - c. Motivation of the economic necessity for every plan project contained in the plan.
 - d. Estimate on the possibility for carrying out the plan in view of equipment, material and personnel capacity of the individual research and development office.
 - e. Estimate on transferring the research and development results into production.
 - f. Detailed specifications of every research project in a special form sheet.
4. The form sheet listed in 3f above contains the following information:
- a. Registry number of the individual research and development office, institute or factory.
 - b. Designation of the organizational unit.
 - c. Designation by name of the research office, institute or factory.
 - d. Name of the responsible head of the individual research and development office, institute or factory.
 - e. Name of the scientist or technician in charge of the project.
 - f. Short explanation of the character of the project.
 - g. Expected costs:
 - 1) For the entire project.
 - 2) For the plan year.
 - h. Date of beginning of the project.
 - i. Date of expected conclusion of the project.
 - j. Breakdown of the allotted funds into:
 - 1) Personnel costs.
 - 2) Material costs.
 - 3) Material investments exceeding an amount which is fixed by ZAPT.
 - 4) Assembly costs exceeding an amount fixed by ZAPT.
 - 5) Construction costs.
 - k. Name of the enterprise to which the concluded project will be forwarded for production.
 - l. Name of the person, office or organization which initiated or recommended the project.
5. Individual research institutes or scientists make their propositions concerning the laying on of a new research and development project for the following plan year during the second quarter of the preceding year to the organizational units (Ministries, Academy of Sciences, etc.). The organizational units carry out a preliminary examination of these projects as to their economic and scientific importance and as to the possibility of their financing within the framework of the control figure approved for the following plan year. The project propositions are then forwarded by the organizational units to ZAPT. The project must be accompanied by three copies of the filled-in form sheet mentioned above. Every project has a letter and number designation assigned to it, not by ZAPT but by the organizational unit. This number is composed of the registry number of the individual research and development installation in accordance with paragraph 4a above. This number is followed by one of the three letters, F, K or V (Forschung, Konstruktion or Verfahrenstechnik). A project is assigned one of these three letters according to whether it is a pure research project (F) - most of the projects originating with academic institutes belong to this category - or a project including construction of models mainly in the field of machine engineering (K), or a project concerning engineering procedures, which in most cases are in the field of chemical engineering (V). The letter in the project designation is followed by the last figure of the plan year; in 1954 this is the figure 4. Then follows the serial number of the project within the individual research and development installation. This latter number is also assigned by the organizational unit. As an example, the fifth project out of a greater number of pure research projects carried out in 1954 by an Academy Institute would have the following designation: registry number of the Academy Institute/F4-05. It is the task of ZAPT to:

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- a. Correct or reformulate the project if it does not seem to be entirely clear.
 - b. Make a statement about the availability of the needed funds.
 - c. Assess the practicability of the time dates of the project.
 - d. Recommend to the State Planning Commission the cancellation of projects which do not seem to be necessary or which are inadequately prepared.
6. Projects forwarded by the organizational units to ZAPT are first processed in Department Zusammenfassende Planung (Integral Planning), later called Operative Planung (Operational Planning). Every plan project is processed by one of the three Referate Planbearbeitung I, II or III (Plan Processing I, II or III). The plan processing Referate attribute a serial number to each project. Furthermore, all projects falling under the same organizational unit are compiled in the plan processing Referate and the total funds requested for each organizational unit are established. Finally, plan processing states whether or not these total funds are in agreement with the control figure issued to the organizational units. Plan processing then forwards the projects to the ZAPT Main Departments. Every Main Department has at least one expert competent for one or more of the projects. The expert of the Main Department has to find answers to the following questions:
- a. Is the individual research and development installation registered?
 - b. Personnel engaged in the project:
 - 1) Are the personnel qualified?
 - 2) Are personnel changes necessary?
 - c. Does the research and development installation have adequate equipment?
 - d. Is it necessary to reformulate the project?
 - 1) Is the theme of the project clear enough to give adequate information about the kind of work intended?
 - 2) Is the theme adequately characterized or must its description be amended?
Is it necessary to speak with the supervisor of the project?
 - e. Are the start and conclusion dates of the project adequate?
 - f. What work is to be performed within certain time limits?
 - g. Are the projected funds adequate:
 - 1) For mobile and immobile investments?
 - 2) For personnel?
 - 3) For material?
 - h. What is the status of research and development applying to the same theme in the Western countries including West Germany?
 - i. What is the status of research and development on the same theme in the Soviet Union or any other of the East Block states?
 - j. Will the project generate a higher level of technical development?
 - k. Will the project be undertaken in order to comply with regulations issued by the government?
 - l. Has research on the suggested theme already progressed in the USSR or in any of the East Block states to such a degree that initiating of research in East Germany would seem unnecessary in view of the possibility of taking up production immediately based on the experience gained in the USSR or the East Block countries?
7. Since January 1954, a new point has been added to the above-mentioned questions as far as V and K projects are concerned. This point was inserted in order to comply with the plan of transition (Plan der Ueberfuehrung). This plan was conceived as a result of the fact that a considerable number of research and development projects were shelved in ZAPT after having been successfully concluded, because it turned out that they could not be put to immediate use in production. The plan of transition, therefore, provided that every V and K project should be specifically examined as to the possibility of its being applied within a reasonable period of time in the field of production. The scientific expert of the Main Department therefore, since January 1954, has to add to the above-mentioned questions answers to the question whether an individual K or V project can be exploited for production and in what period of time. The answers to this question are added in an amendment designated by UeK (Ueberleitung Konstruktionsprojekt) or UeV (Ueberleitung Verfahrenstechnisches Projekt).

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8. The expert of the Main Department signs his answers to the above-mentioned questions with his name. These answers and the form sheets serve as material for a file called ZP-4. The ZP-4 file is a compilation of all information contained in the form sheets and in the answers of the expert of the Main Department on every industrial topic of interest. As an example, the ZP-4 Perlon file includes everything known on the production of perlon, such as the methods of production of the threads, the textile processing, the quality examination, the production sites, technical improvements, etc. After the ZP-4 file pertaining to a research and development project is completed, a conference is called in which the following persons participate:

- a. The member of the State Planning Commission responsible for ZAPT.
as State Secretary Paul Strassenberger (SED) until about mid-1952
after Erwin Kerber (SED), one of the deputy heads of the State Planning Commission.
- b. The head of ZAPT, Professor Werner Lange.
- c. The head of the Main Department or similar structural unit responsible for the project.
- d. The Main Department expert responsible for the project.
- e. Any number of experts on the project from ZAPT or the Ministries or from industry whose presence is deemed advisable.

The expert of the ZAPT Main Department must prove the necessity for the project with regard to its scientific and economic aspects. This is done for every individual research and development project. After having received the approval of the above-mentioned Commission, the project is turned back to the Department for Organizational Planning. There a consolidated plan is finally established, broken down into individual plans for every organizational unit. The consolidated plan is forwarded to the head of ZAPT, who signs it. Each organizational unit then obtains the plan, which includes all approved research and development projects falling under its jurisdiction. The organizational unit thereupon has to fill out a plan sheet similar to the one mentioned in paragraph 4, in fifteen copies, and to distribute it to the following offices:

Office of the Minister President	1 copy
ZAPT	3 copies (1 for the expert of the Main Department, 1 for the head of the Main Department, 1 for the Archives Department)
Soviet Control Commission	2 copies
State Planning Commission	3 copies
Organizational Unit	3 copies
Research and Development Unit	1 copy
Unknown	2 copies

9. Any change desired by the Soviet Control Commission is inserted in the plan by the head of ZAPT. The total plan is finally forwarded to the Volkskammer, which approves it. Changes of the research and development plan desired by the Soviets can also be made after the approval of the plan by the Volkskammer.
10. The procedure described above, describing the administration of research and development projects through the organization units and ZAPT, was changed sometime during 1953 for most of the projects and since 1954 for all projects, through insertion of the "Arbeitskreise" (Work Circles) between the individual research and development installations and the organizational units. The Arbeitskreise, founded in early 1953, are groups of scientists, technicians and administrators competent in specific fields of research and development. The present administrative procedure provides that the individual research and development installations do not forward their projects for the following plan year directly to the organizational units, but first to the Arbeitskreis responsible for them. Only after being processed there are they forwarded to the organizational units.

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